

ACCOUNTANT TRAINEE



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Applications will only be accepted in person between the hours of 8:00 A.M. and 5:00 p.m. at the following locations:

- Regional Accounting Office-Bakersfield
5016 California Ave., Suite 200
Bakersfield, CA 93309

Regional Accounting Office-Central Coast
728 13th Street, 2nd floor (Left from elevator)
Paso Robles, CA 93447
- Regional Accounting Office-Central Valley
1550 W. Fremont St., suite 120
Stockton, CA 95203

Regional Accounting Office-Corcoran
1020 N. Chittenden Ave.
Corcoran, CA 93212
- Regional Accounting Office-El Centro
797 Main St., suite C
El Centro, CA 92243

Regional Accounting Office-Southern California
10350 Commerce Center Dr., suite 100
Rancho Cucamonga, CA 91730
- Personnel Examining Section
1515 S Street, Room 522N
Sacramento, CA 95814

APPLICATIONS WILL NOT BE ACCEPTED BY MAIL FOR ANY REASON.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **Thursday, May 12, 2005** is the filing date. Applications will only be accepted between the hours indicated above.
All applicants must meet the education and/or experience requirements for this examination by the filing date.

TEST DATE The written test date will be **August 27, 2005**.

SALARY RANGE(S) As of: **December 17, 2004**
Range A: **\$3027 - \$3505**
Range L: **\$3027 - \$3505**
Alternative Range Criteria 285
Range A. This range shall apply to any incumbent in a position who does not meet the criteria for payment at Range L.
Range L. This range shall apply to incumbents in positions designated confidential and E97 in classes with CBID 01, 02, 04, 06, 07, 10, 12, 14, 20, and 21, and who also meet the criteria for Range A which applies to incumbents that are designated rank and file.

MINIMUM QUALIFICATIONS Education: **Either I**
Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)
Or II
Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law.
Or III
Completion of the equivalent of 19 semester hours of coursework; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.
(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Special Personal Characteristics: Ability to qualify for a fidelity bond.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

MINIMUM
QUALIFICATIONS
(CONT'D)

Applicants must show the specific coursework completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- Knowledge of:**
- 1. Accounting principles and procedures
 - 2. Governmental accounting and budgeting
 - 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
 - 4. Principles of business management, including office methods and procedures
 - 5. Principles of public finance
 - 6. Business law

- Ability to:**
- 1. Apply accounting principles and procedures
 - 2. Analyze data and draw sound conclusions
 - 3. Analyze situations accurately and adopt an effective course of action
 - 4. Prepare clear, complete, and concise reports
 - 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
 - 6. Establish and maintain cooperative relations with those contacted in the work
 - 7. Speak and write effectively

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The Accountant Trainee is the entry and trainee level in the professional accounting series. Under close supervision from a higher level professional accountant, incumbents act in a lead capacity over Accountant Is and Account Clerks; act as a liaison between the Accounting office, institution, and other departments and agencies; prepare financial statements and cash remittances; resolve technical issues; use CALSTARS, Excel, Word and other computer programs, and do other related work.

Positions exist throughout the state of California with the California Department of Corrections.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS